



Foreign Affairs Manual

5 FAM 470 – Access to and Use of Information

Change Transmittal: IM-124

Date: December 9, 2011

5 FAM 470 ACCESSING AND USING DEPARTMENT OF STATE INFORMATION

Changes

1. All material in 5 FAM 470 has been updated and contains new sections, and some sections have been moved; the crosswalk also contains some information regarding the material:
 - New subchapter title.
 - New sections added include Purpose and Scope.
 - The Authorities section has additional references.
 - All section titles were revised and additional content added, including more specific hyperlinks to supporting or referencing documents.
 - New instructions for recalling departmental or post records from Record Services Center added.
 - New contact information and instructions added for historical research requests.
 - Additional information added for litigation related requests and general public access.
 - Age of records requirement for transfer to National archives reduced from 30 to 25 years.
2. The crosswalk below shows where the information discussed above was transferred. If the material's title did not change aside from the section number, we have not included the title in the new section column.

Crosswalk for Material Moved Within 5 FAM 470	
Old 5 FAM 470 Section	New 5 FAM 470 Section
471 Department Employees	474.1 Department Workforce

(renamed Purpose; revised section 471 explains policy's content.)	Personnel
472 Employees of Other Federal Agencies (renamed Scope; revised section 472 explains policy's intended audience.	474.2 Other Federal Work Force Personnel
473 Requests from General Accounting Office (GAO) (renamed Authorities; revised section 473 provides a list of related Government policies (Acts, Executive Orders, and Codes) to this Department of State policy.)	474.3 Requests from the Government Accountability Office (GAO)
474 Former Presidential Policies (renamed General Personnel Policies; revised section 474 explains what personnel must do to access and use Department information.)	474.4 Historical Researchers And Certain Former Government Personnel.
475 Contractors	474.5; revised section contains updated links. Reference to guidance from Information and Privacy Coordinator A/IM/IS/FPC removed.
476 Litigation Related Requests for Official Information or Testimony	474.6; revised subchapter includes new information for passport agencies receiving passport record requests.
477 Access to the Public	475; revised subchapter contains corrections and updated wording throughout.
477.1 General Policy	475.1; revised subchapter contains new contact information for referrals. Information Programs and Services replaced previous contact information A/IM/IS/FPC.
477.2 Access to Archived Records	475.2; revised subchapter changed record archival age from 30 to 25 years before transferring to National Archives. National Archives contact information

	updated.
477.3 Authorities	473

3. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
5. The office responsible for the material in this subchapter is IRM/BMP/GRP/GP. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

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1. Remove 5 FAM 470 (CT:IM-92; 08-01-2007).
2. Insert 5 FAM 470 (CT:IM-124; 12-09-2011).
3. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:IM-124, and initial.

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